



## **Board Policy and Bylaw Handbook**

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**Clearview School Division**

**May 2023**

## Board Policy and Bylaw Handbook - Forward

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The Board Policy Handbook highlights and supports the governance function of the Board. In addition to defining the role of the Board, the role of the Superintendent, and the delegation of authority from the Board to the Superintendent, this handbook includes the following as policies:

1. Foundational statements which provide guidance and direction for all activities within Clearview.
2. Directions as to how the Board itself is to function; how individual trustees are to conduct themselves; and how Board committees and representatives are to function.
3. Statements as to how appeals and hearings will be conducted.
4. Non-delegable matters such as school closures and policy-making.
5. Specific matters which the Board has chosen not to delegate to the Superintendent.

This Board Policy Handbook is complemented by an Administrative Procedures Manual, the primary written document by which the Superintendent directs staff.

The development of these two separate documents reinforces the distinction in Clearview between the Board's responsibility to govern and the Superintendent's executive or administrative duties.

It is to be noted that the electronic versions of both the Board Policy Handbook and the Administrative Procedures Manual as well as any other handbooks/manuals reference are always the most current documents available.

Effective: March 23, 2017  
Amended: November 10, 2020

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### Definitions:

*Division* refers to Clearview Public Schools.

*Minister* refers to the Minister of Education, Alberta Education.

*Board* refers to the Board of Trustees for Clearview Public Schools.

*Chair* refers to the Chair of the Board of Trustees.

*Vice-Chair* refers to the Vice-Chair of the Board of trustees.

*Superintendent* refers to the Superintendent of Schools for Clearview Public Schools.

*In-camera* refers to non-public meetings. The *Education Act* uses the term “meeting in private”, and Robert’s Rules of Order uses the term “executive session”, for the same distinction. The term “in-camera” is most commonly used and is synonymous with the other two terms.

*Fiduciary* is a person or organization that owes to another the duties of good faith and trust. The highest legal duty of one party to another, it also involves being bound ethically to act in the other's best interests. A fiduciary duty might be responsible for general well-being, but often it involves finances – managing the assets of another person, or of a group of people.

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